Chapter XIII: Worklists

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Overview

A worklist is an organizational tool that allows you to rapidly view a list of tasks that need to be performed for a patient or list of patients, and to quickly indicate which tasks have been completed within a particular time frame - usually a work shift. You use the **Worklist Manager** to view and interact with worklists.

Medications, respiratory therapy treatments, and ADT orders will generate tasks on the **Worklist Manager**.

When an order is entered, one or more tasks that need to be performed are generated. These tasks form the basis of the worklist. For example, an order for Penicillin 500 mg PO Q6H starting now and ending in 10 days would eventually generate 40 tasks (one for each administration - 4 times per day for 10 days).

The **Worklist Manager** contains tasks, which are generated from orders. Task cells contain various colors and icons to indicate the task status. You work with the following kinds of tasks in the Worklist Manager:

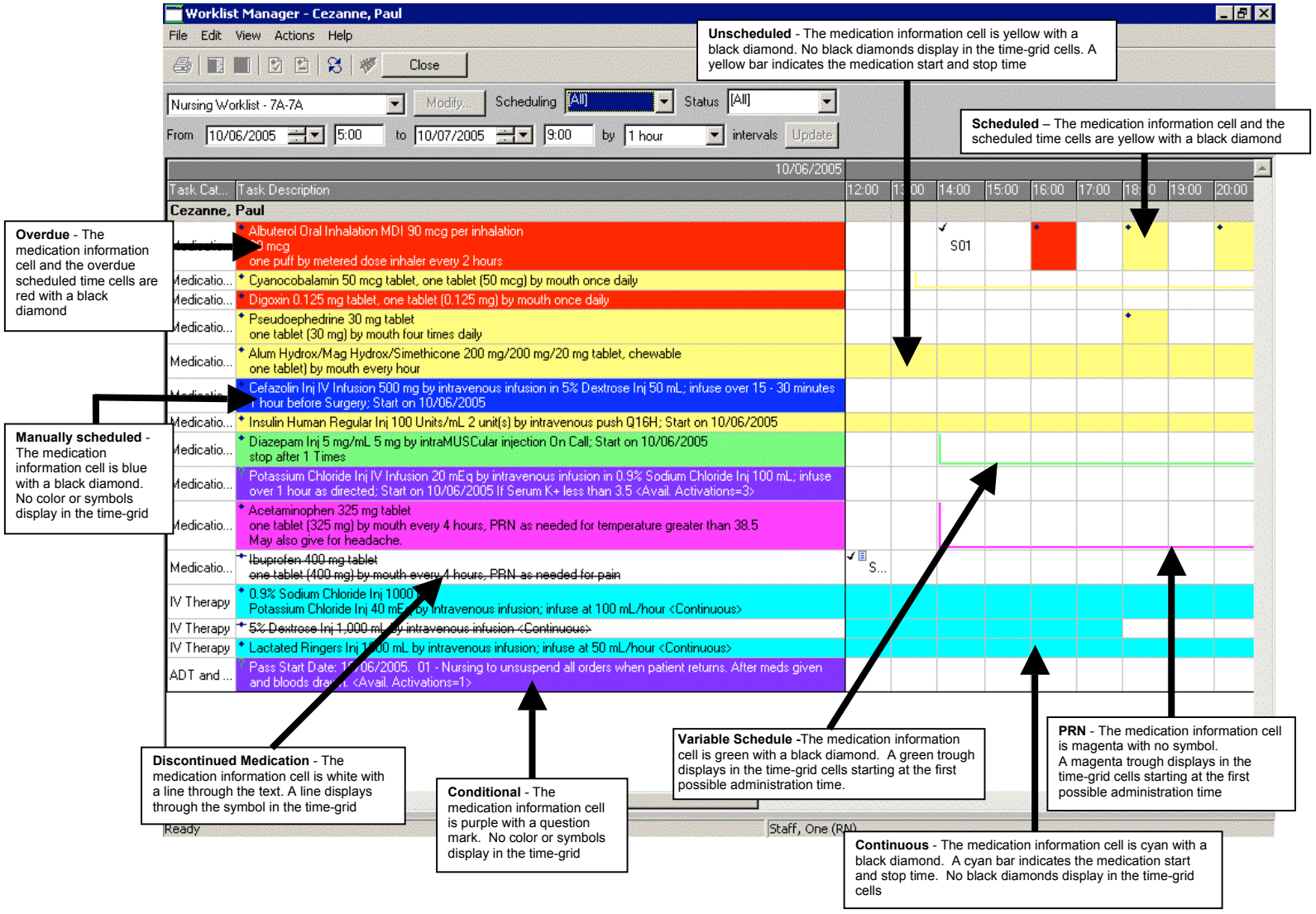
- **Scheduled** (for example, Penicillin 500 mg PO Q6H)
- **Unscheduled** (for example, Insulin 100 Units/ml IV Push Q2-3 hrs
- **Manual Schedule** (for example, Ancef 1 Gm IM, 1 hr before surgery)
- **Continuous** (for example, D5W with 40 meq KCL/L @ 60 ml/hr)
- **PRN** (for example, Demerol 50 mg IM PRN for pain)
- **Conditional** (for example, discharges, passes, and transfers)

You can change the way the information is displayed in the **Worklist Manager** by selecting **Scheduling**, **Status**, and **Date** and **Time** options and clicking **Update**. When you do this, the **Worklist Manager** display is updated, but your changes are not saved when you exit the **Worklist Manager**. Anytime you change the **Worklist Manager** view, you should click the Update button or the Refresh Icon.

To open the Worklist Manager:

1. Do one of the following:
    a. Click the **Worklist Manager** icon on the toolbar.
    b. From the **GoTo** menu, select **Worklist**.

Screen 13.1: Worklist Manager Icon



Screen 13.2: Worklist Manager

Chart Medications

All medication orders will be entered into CRIS. The Medication Worklist uses symbols to represent actions taken on a medication. Various colors are used to designate the medication and IV schedule type (see table below). Your current view may not include every scheduled type.

Worklist Schedule Type Table

Schedule Type	Grid	Description
Scheduled Has predefined administration times	Yellow 	The task description cell and the scheduled time cells are yellow with a black diamond.
Unscheduled Does not have a defined first administration time. Once the first dose is given, subsequent administration times are defined.	Yellow bar 	The task description cell is yellow with a black diamond. No black diamonds display in the time-grid cells. A yellow bar indicates the medication start and stop time.
Variable Schedule Has variable predefined administration times (e.g. every four to six hours)	Green trough 	The task description cell is green. A green trough displays in the time-grid cells starting at the first possible administration time.
Overdue The administration time has passed.	Red 	The task description cell and the overdue scheduled time cells are red with a black diamond.
Manually scheduled The administration time is determined based on the patient needs or an event, such on arrival to the OR.	Blue 	The task description cell is blue with a black diamond. No color or symbols display in the time-grid.
PRN Administered as needed	Magenta Trough 	The task description cell is magenta with no symbol. A magenta trough displays in the time-grid cells starting at the first possible administration time.

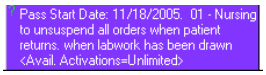
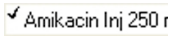
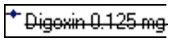
Schedule Type	Grid	Description
Continuous Administered continuously	Cyan (light blue) Bar 	The task description cell is cyan with a black diamond. A cyan bar indicates the medication start and stop time. No black diamonds display in the time-grid cells
Conditional Activation based on an event or criteria (e.g., pass)	Purple 	The task description cell is purple with a question mark. No color or symbols display in the time-grid.
Completed All ordered doses have been charted as given or not given	White 	The task description cell is white with a checkmark. All completed doses display with a checkmark and your initials (if given) or a red x (if not given).
Discontinued/ Canceled The order has been discontinued or canceled.	White 	The task description cell is white with a single line through the cell. All future doses display with a line through the black diamond in the time-grid cells.

Table 13.1: Worklist Schedule Type with Color-Coding and Symbols

Charting Different Types of Medications

1. When you chart a PO (by mouth) medication as given, sometimes no additional information is required. In some cases a window may open providing the opportunity to document additional medication notations, if needed.

2. When you chart an IV, IM or Subq medication as given, additional information is needed such as site or IV rate. When you mark as given, an additional window will display to allow you to enter the required documentation.

Coded Frequency Translation Table

When the medication is ordered, the frequency drives the type of schedule. The table that follows shows the translation of the frequency to a schedule.

Coded Frequency Translation Table	
Frequency	**Schedule**
Continuous	
one time dose	One time task
On Call	Schedule task manually on worklist
every hour	
after meals and at bedtime	Every 1 day at 09:00 AM 01:00 PM 06:00 PM 10:00 PM
before meals and at bedtime	Every 1 day at 07:00 AM 11:00 AM 04:00 PM 10:00 PM
every 12 hours	Every 1 day at 09:00 AM 09:00 PM
every 16 hours	Start when task is first administered
every 18 hours	Start when task is first administered
every 2 hours	Every 1 day at 12:00 AM 02:00 AM 04:00 AM 06:00 AM 08:00 AM 10:00 AM 12:00 PM 02:00 PM 04:00 PM 06:00 PM 08:00 PM 10:00 PM
every 24 hours	Every 1 day at 08:00 AM
every 3 hours	Every 1 day at 12:00 AM 03:00 AM 06:00 AM 09:00 AM 12:00 PM 03:00 PM 06:00 PM 09:00 PM

Coded Frequency Translation Table	
Frequency	**Schedule**
every 36 hours	Start when task is first administered
every 4 hours	Every 1 day at 01:00 AM 05:00 AM 09:00 AM 01:00 PM 05:00 PM 09:00 PM
every 48 hours	Start when task is first administered
every 6 hours	Every 1 day at 12:00 AM 06:00 AM 12:00 PM 06:00 PM
every 72 hours	Start when task is first administered
every 8 hours	Every 1 day at 06:00 AM 02:00 PM 10:00 PM
every other day	Every 2 day at 08:00 AM
every 3, 4, 5, 6 , 7 days	Per "Start at" info in order
every 14, 21, 28, 30, 60, 90 days	Per "Start at" info in order
five times daily	Every 1 day at 06:00 AM 10:00 AM 02:00 PM 06:00 PM 10:00 PM
four times daily	Every 1 day at 08:00 AM 12:00 PM 06:00 PM 10:00 PM
four times daily after meals	Every 1 day at 09:00 AM 01:00 PM 06:00 PM 11:00 PM
four times daily before meals	Every 1 day at 07:00 AM 11:00 AM 04:00 PM 09:00 PM

Coded Frequency Translation Table	
Frequency	**Schedule**
four times daily with meals	Every 1 day at 08:00 AM 12:00 PM 05:00 PM 10:00 PM
once daily	Every 1 day at 08:00 AM
once daily after breakfast	Every 1 day at 09:00 AM
once daily after dinner	Every 1 day at 06:00 PM
once daily after lunch	Every 1 day at 01:00 PM
once daily at bedtime	Every 1 day at 10:00 PM
once daily before breakfast	Every 1 day at 07:00 AM
once daily before dinner	Every 1 day at 04:00 PM
once daily before lunch	Every 1 day at 11:00 AM
once daily with bedtime snack	Every 1 day at 10:00 PM
once daily with breakfast	Every 1 day at 08:00 AM
once daily with dinner	Every 1 day at 05:00 PM
once daily with lunch	Every 1 day at 12:00 PM
three times daily	Every 1 day at 08:00 AM 12:00 PM 06:00 PM
three times daily after meals	Every 1 day at 09:00 AM 01:00 PM 06:00 PM
three times daily before meals	Every 1 day at 07:00 AM 11:00 AM 04:00 PM
three times daily with meals	Every 1 day at 08:00 AM 12:00 PM 05:00 PM
twice daily	Every 1 day at 08:00 AM 06:00 PM
twice daily after meals	Every 1 day at 09:00 AM 06:00 PM
twice daily before meals	Every 1 day at 07:00 AM 04:00 PM
twice daily with meals	Every 1 day at 08:00 AM 05:00 PM
2 hours after each meal	Every 1 day at 10:00 AM 02:00 PM 07:00 PM

Coded Frequency Translation Table	
Frequency	**Schedule**
<Event-Based>	
<QxH>	
<QxM>	
<User Schedule>	
Take at home as directed	

Table 13.2: Code Frequency table

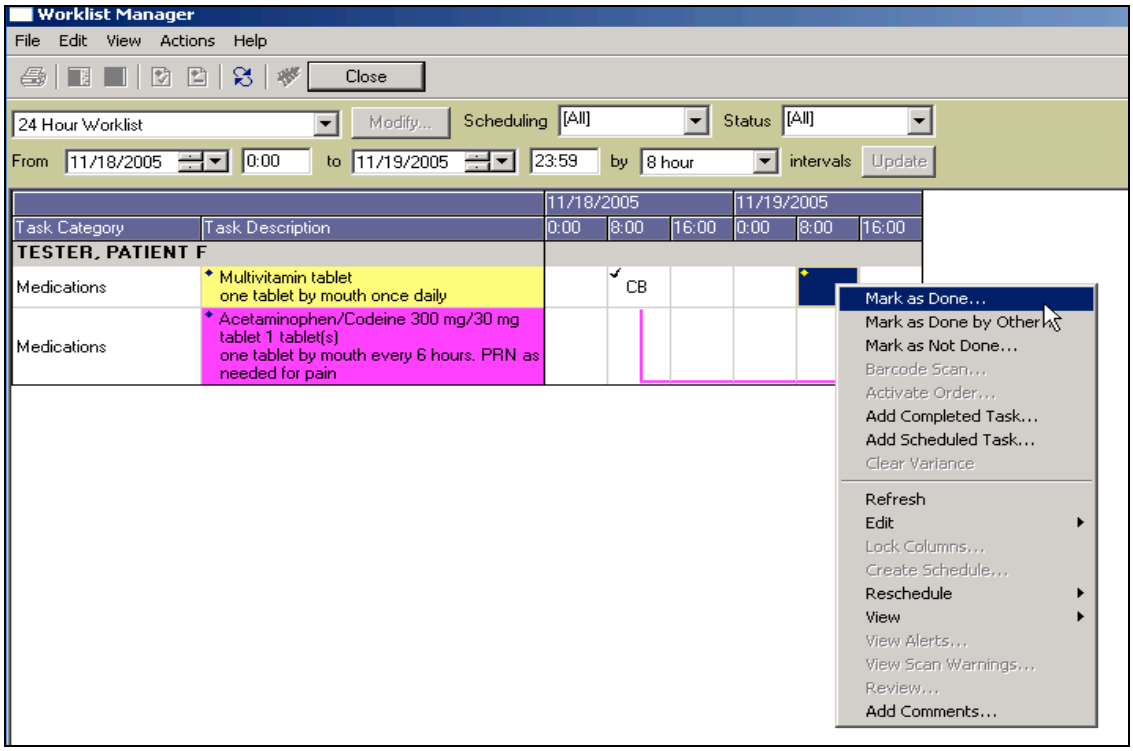
Note: *Medications ordered with the frequency of **once daily** have a default schedule if no start time is entered. The start time can be modified if the prescriber would like a different schedule for the medication.*

For example: The default schedule for **every 8 hours** is 6:00 AM, 2:00 PM and 10:00 PM. If the user enters **every 8 hours** with a start time of 7:00 AM, the medication is rescheduled to 7:00 AM, 3:00 PM and 11:00 PM.

Document a Scheduled or PRN Medication as Given

1. Right-click on the grid cell representing the medication and the scheduled time of administration.

Note*: Scheduled medications are marked with yellow highlight and a black diamond. You must mark within the magenta trough for PRN medications.*



Screen 13.3: Mark as Given

2. Select **Mark as Done**.
3. The Medications Notations window may display. Complete the form as necessary. If you are documenting this medication at a different date and time than when it was administered, document the actual administration date and time.
4. Click **OK**. The medication will be marked as given. Your initials will display next to a checkmark.

Note: *For PRN medications the magenta trough will display at the next available time to administer.*

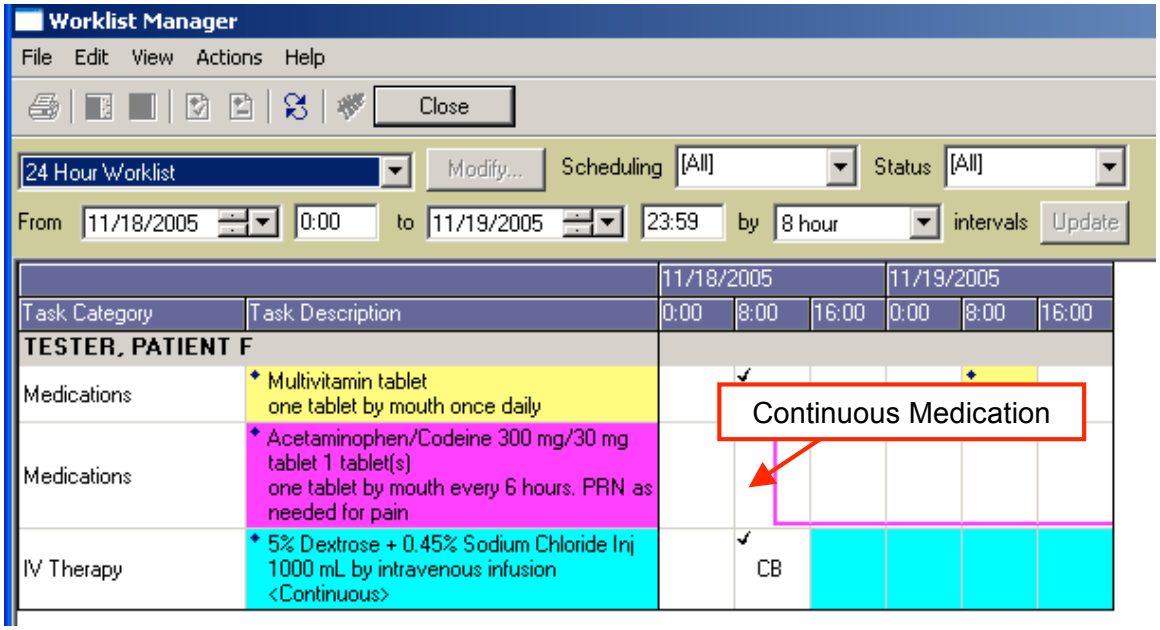
Document a Continuous Medication as Given

IVs display as continuous medications on the Worklist. The task description cell is cyan. No black diamonds display in the time-grid cells. Once you chart in a time cell, the background color changes to white. The care provider's initials display in the cell with a checkmark.

1. Right-click on the grid cell representing the time you want to document the medication as given.
2. Select **Mark as Done**.
3. The Medications Notations window displays. Complete the form as necessary.

Note: *For a duration of time (e.g. 07:00 -10:00) you can use the Administered From and Administered To Date and Time fields. The Administered To Date and Time field needs to have the current or earlier date and time.*

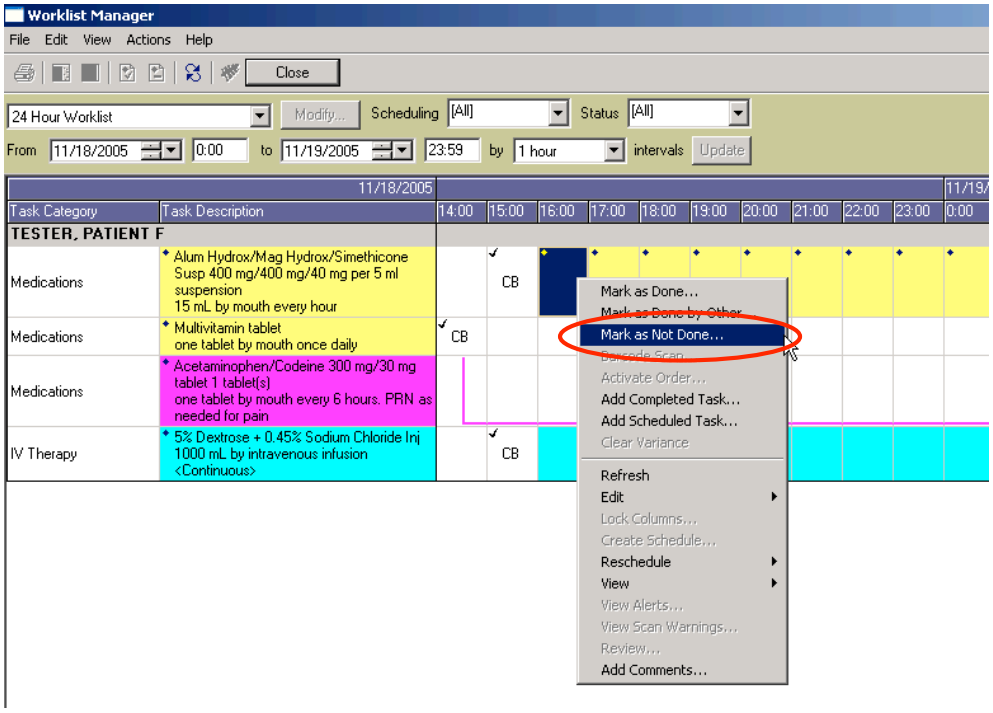
4. Click **OK**. The medication will be marked as given. Your initials will display next to a checkmark.



Screen 13.4: Charted as Given Continuous Medication

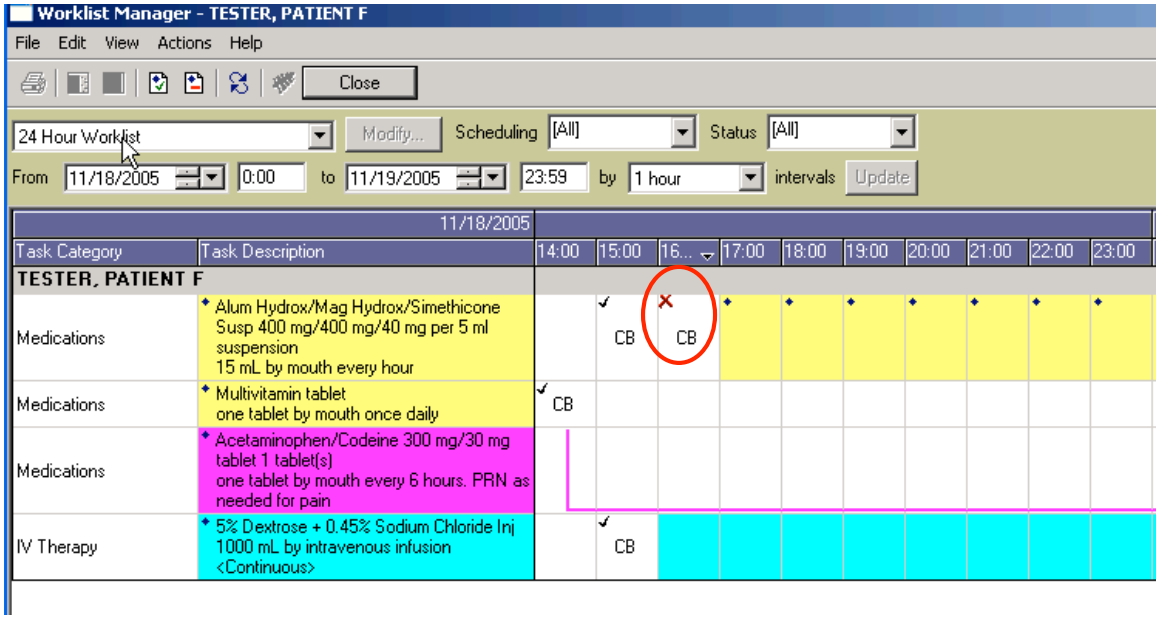
Document a Scheduled Medication as Not Given

1. Right-click on the cell representing the medication and the scheduled time of administration (marked with yellow highlight and a black diamond).



Screen 13.5: Mark as Not Given

2. Select **Mark as Not Done**. The Task Not Done dialog box displays.
3. Select the appropriate reason from the list.
4. Click **OK**. The medication will be marked as not given. A **red X** will display in the cell.



Screen 13.6: Not Given Icon

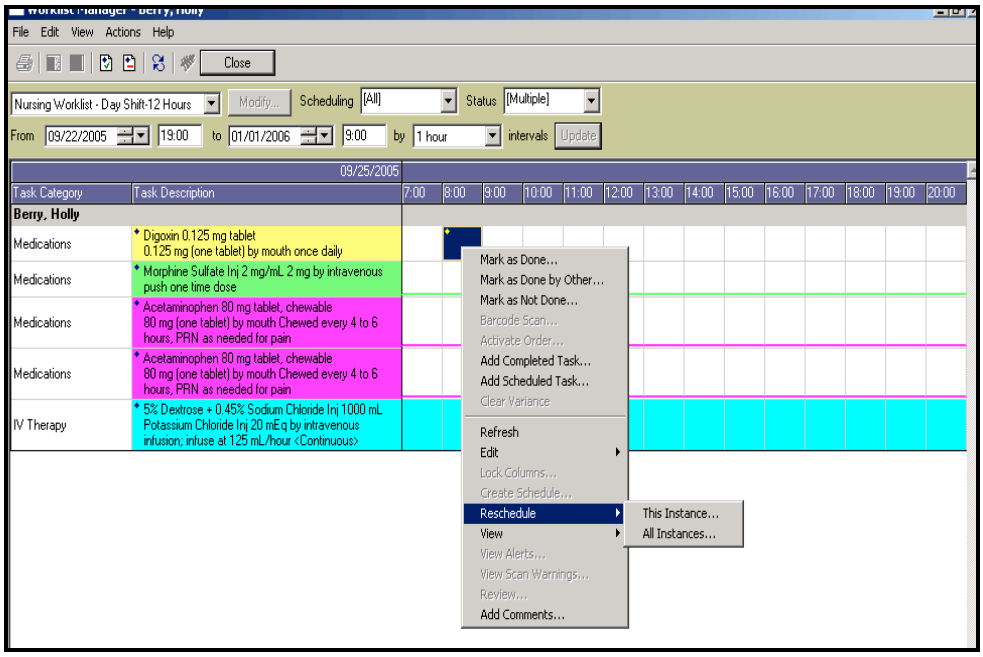
Document an Overdue Medication as Given

1. Right-click on the grid cell representing the medication and the scheduled time of administration (marked with red highlight and a black diamond).
2. Select **Mark as Done**.
3. The **Medications Notations** window may display. Complete the form as necessary. If you are documenting this medication for a different date and time than when it was administered, document the actual administration date and time.
4. Click **OK**. The medication will be marked as given. Your initials will display next to a checkmark.

Change the Schedule for a Medication – Singe Dose

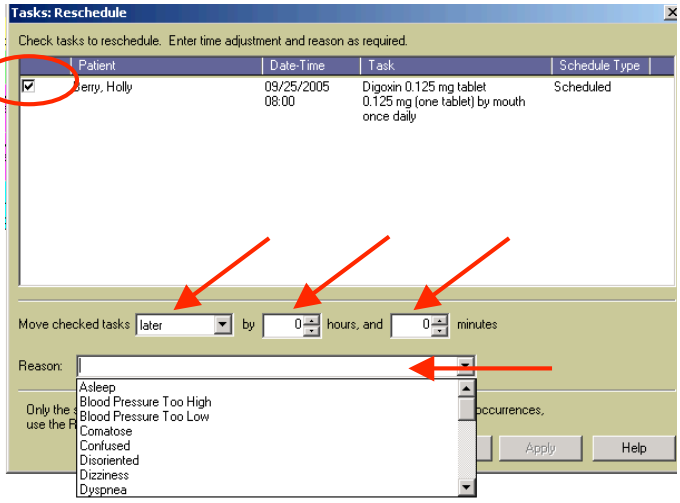
You can change the medication schedule of a single dose or all future doses. **This Instance** refers to rescheduling one dose of a medication.

1. Right-click on the cell representing the medication and the scheduled time of administration (marked with yellow highlight and a black diamond). A shortcut menu displays.
2. Select **Reschedule – This Instance**. The **Tasks: Reschedule** window displays.



Screen 13.7: Reschedule – This Instance

3. The box for the selected medication is checked.
4. In the **Move checked tasks** field, select **earlier** or **later**.
5. In the '**by**' '**hours**' and '**minutes**' fields, enter the time to adjust the schedule.
6. Click the **Reason** field drop-down arrow. Select an appropriate reason from the list or type in a reason if not listed.



Screen 13.8: Task: Reschedule window

7. Click **OK**.
8. Click **Refresh**. The medication will be rescheduled.

Change the Schedule for a Medication – Multiple Doses

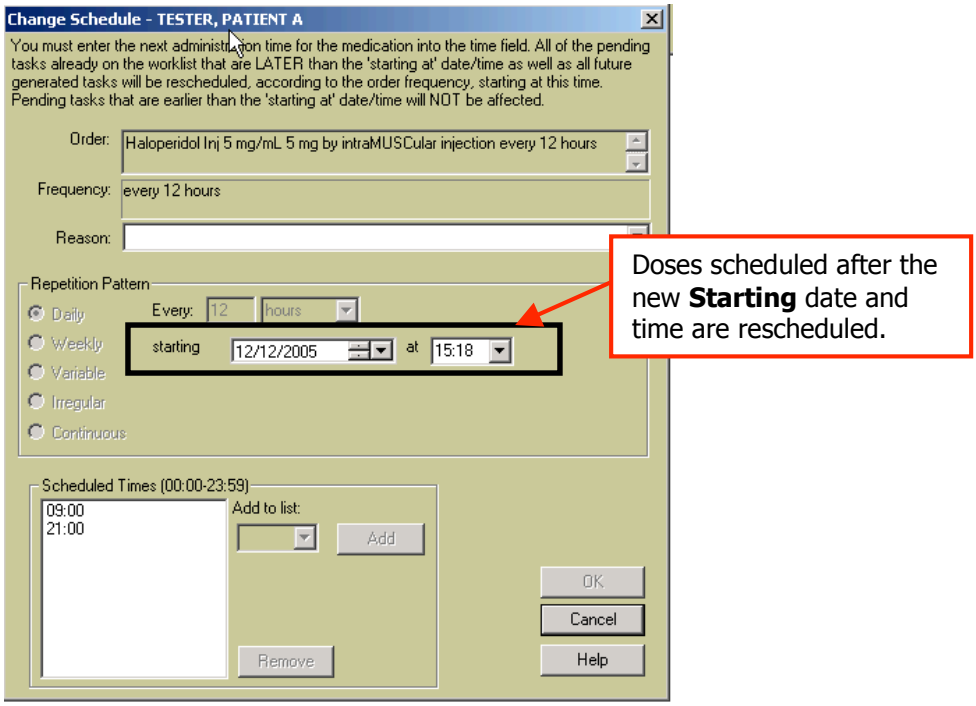
You can permanently reschedule all future occurrences of a medication. **Reschedule – All Instances** is used for this function. Medications selected for rescheduling have either 'predefined' schedule times or a 'user-defined' schedule. The same window displays for either option, but the fields available to the user are different.

Predefined Times

(For example: Ampicillin Q 6 hrs predefined times are 12a-6a-12p-6p).

1. Right-click on the cell representing the medication and the scheduled time of administration (marked with yellow highlight and a black diamond). A shortcut menu displays.
2. Select **Reschedule – All Instances**. The **Change Schedule** Window displays.
3. Click the **Reason** field drop-down arrow. Select an appropriate reason from the list or type in a reason if not listed.

4. Select a new **Starting at** date and/or time for the first instance. **Note**: *only doses scheduled after the new **Starting** date and **(at)** time are rescheduled*.



Screen 13.9: Change Schedule Window

5. Click **OK**.
6. Click the **Refresh** icon. The medication is rescheduled.

User Defined Times

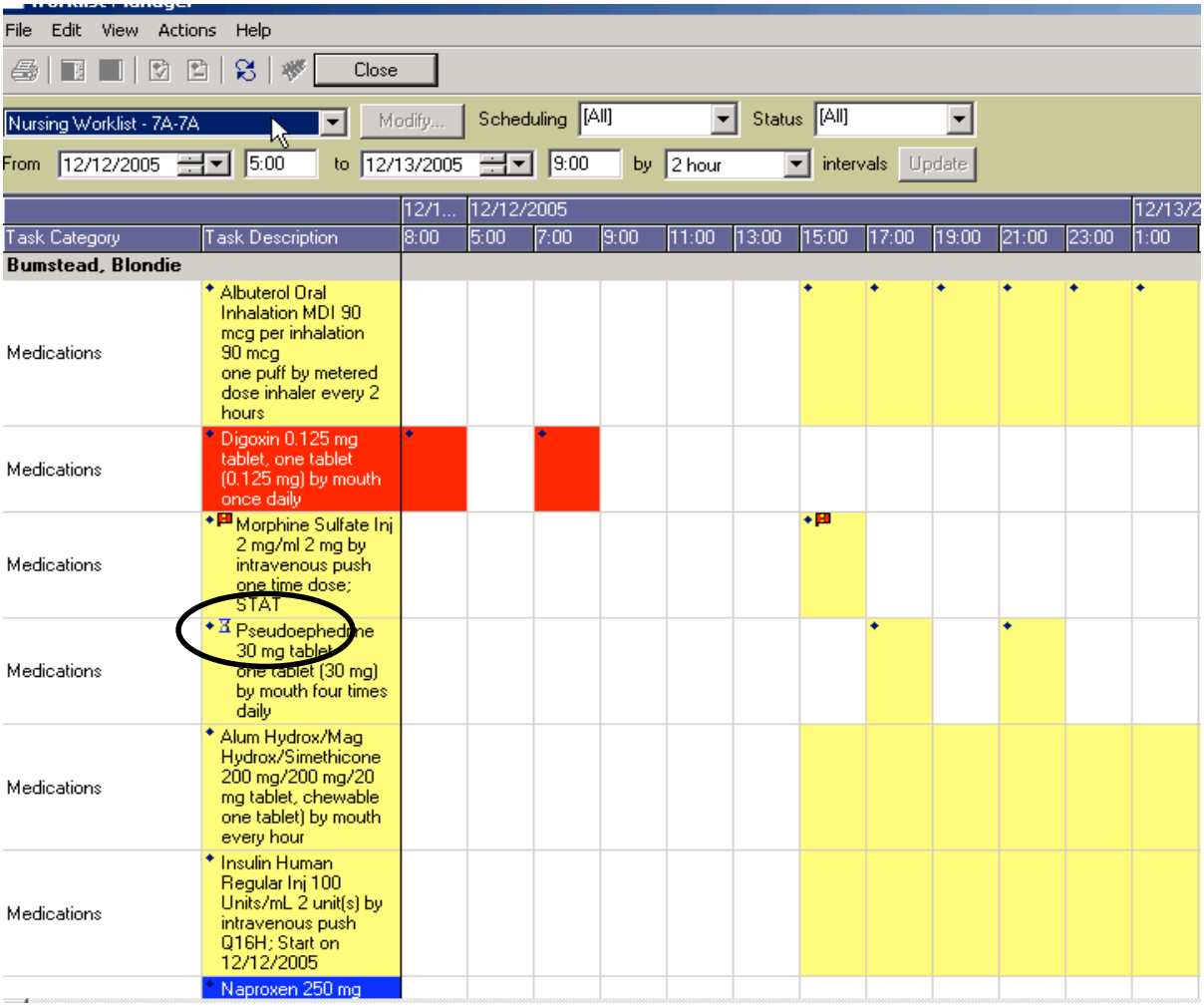
1. Right-click on the cell representing the medication and the scheduled time of administration (marked with yellow highlight and a black diamond). A shortcut menu displays.
2. Select **Reschedule – All Instances**. The **Change Schedule** Window displays.
3. Click the **Reason** field drop-down arrow. Select an appropriate reason from the list or type in a reason if not listed.
4. Accept the default in the **Repetition Pattern starting on** date and/or time.
5. Select a new **Starting date** and/or **time** for the first instance. **Note**: only doses scheduled for a time later than the **Starting at** time are rescheduled.
6. In the **Scheduled Times** field, select the time to delete. Click **Remove**. The time you selected is removed from the list of scheduled doses.
7. Click the **Add to list** field drop-down arrow. Select the appropriate time.

8. Click **Add**.
9. Click **OK**.
10. Click **Refresh**. The medication is rescheduled.

Screen 13.10: Refresh Icon

Processing Icon

Sometimes when you re-schedule a medication, the system will display an hour glass symbol in the task description field. This means that the re-scheduling of the medication by the system is still processing. Clicking **Refresh** again will complete the rescheduling process.

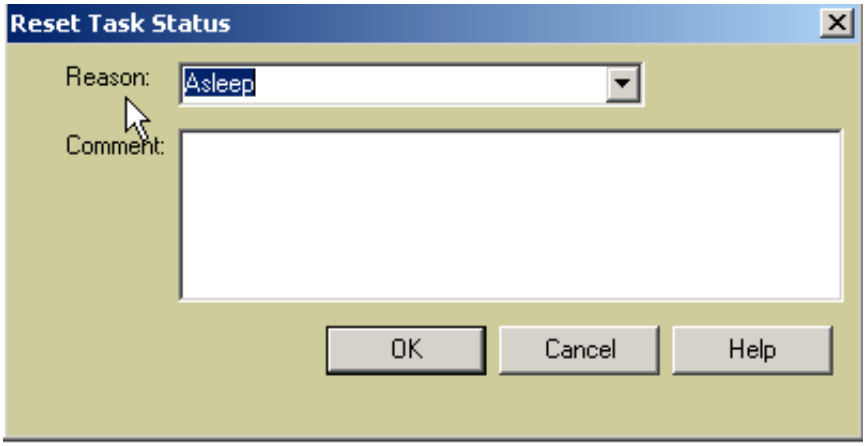


Screen 13.11: Still Processing Icon

Reset the Medication Status (Unchart a Dose)

You can use this procedure if you have documented the wrong medication or on the wrong patient to unchart a dose.

1. Right-click on the cell that is documented incorrectly.
2. Select **Edit – Reset-Task Status**. The **Reset Task Status** dialog box displays.

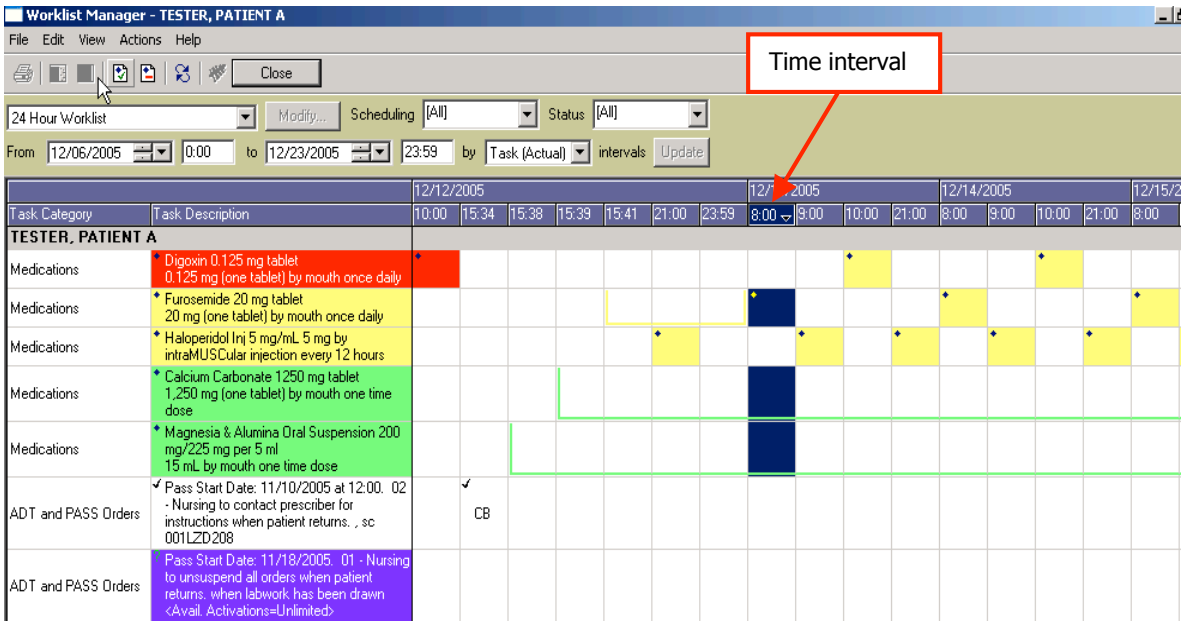


Screen 13.12: Reset Task Status Dialog Box

3. Click the **Reason** field drop-down arrow. Select an appropriate reason from the list. You can also type a reason as appropriate.
4. Click **OK**.
5. Click **Refresh**. The medication dose will show as available to be given. **NOTE**: *If you reset a scheduled dose, the black diamond will re-display. If you reset a PRN medication the magenta trough will re-display. If you reset a continuous IV, the cyan bar will re-display.*

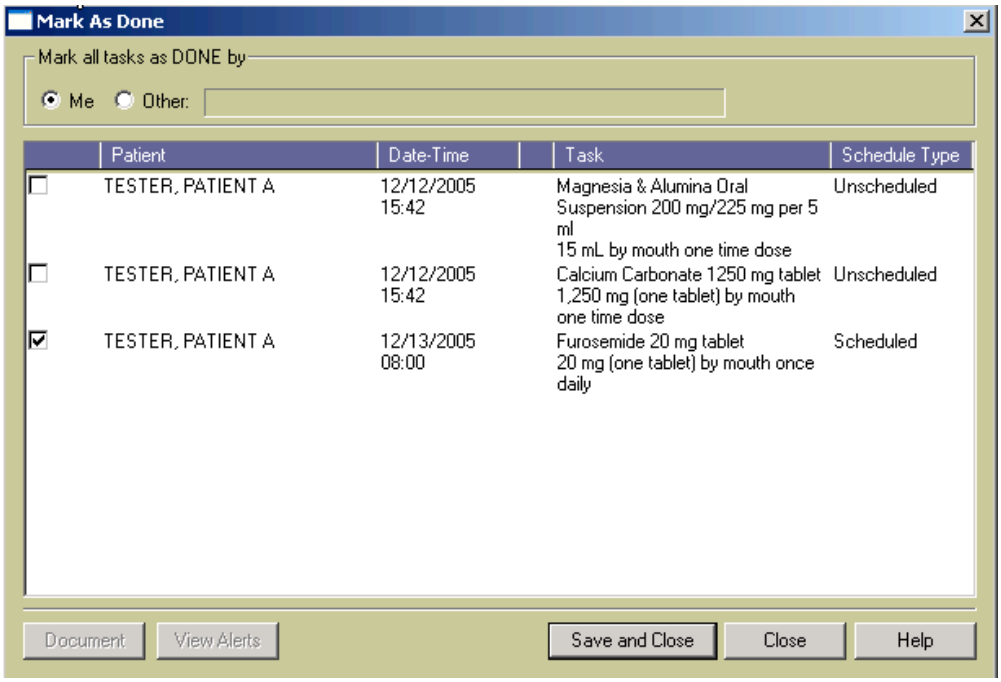
Document Administration of Multiple Medications

1. Click on the time interval at the top of the MAR grid. All medications scheduled to be administered in that time interval will be highlighted.



Screen 13.13: Document Multiple Medications at One Time

2. Right-click on any highlighted cell.
3. Select **Mark As Done**. The **Mark As Done** dialog box displays.



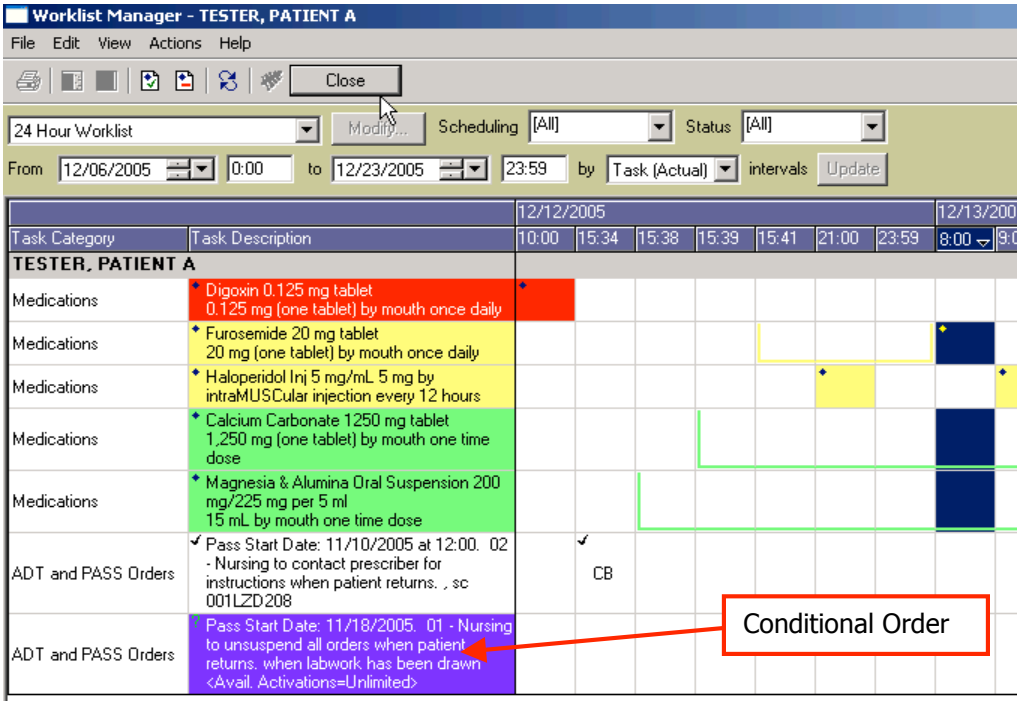
Screen 13.14: Mark as Done Window

4. Click on the checkbox next to one or more medication(s) to mark as done. If needed, a **Medications Notation** window will display.
5. You may enter comments into the **Comments** field.

6. Click **OK**. Repeat steps 2 through 6 for each medication administered at the specified time interval.

Activate a Conditional Order from the Worklist

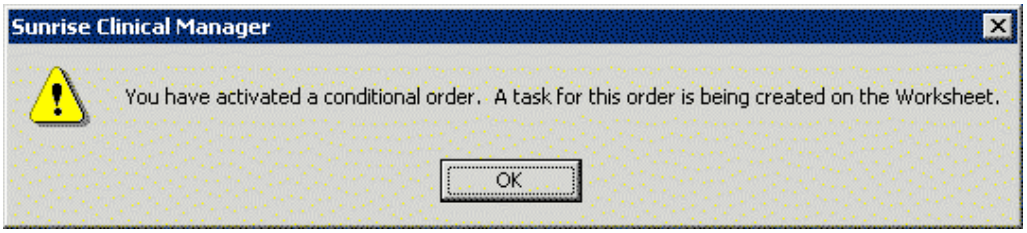
After a condition has been met for a conditional order, you can activate the order. For example, a patient can go on pass after they have blood work drawn. Activate the order when the condition is met. The Conditional orders display with a purple highlight on the Worklist Manager.



Screen 13.15: Conditional Order on the Worklist

In order to document on a conditional order, the order needs to be activated. To activate a conditional order:

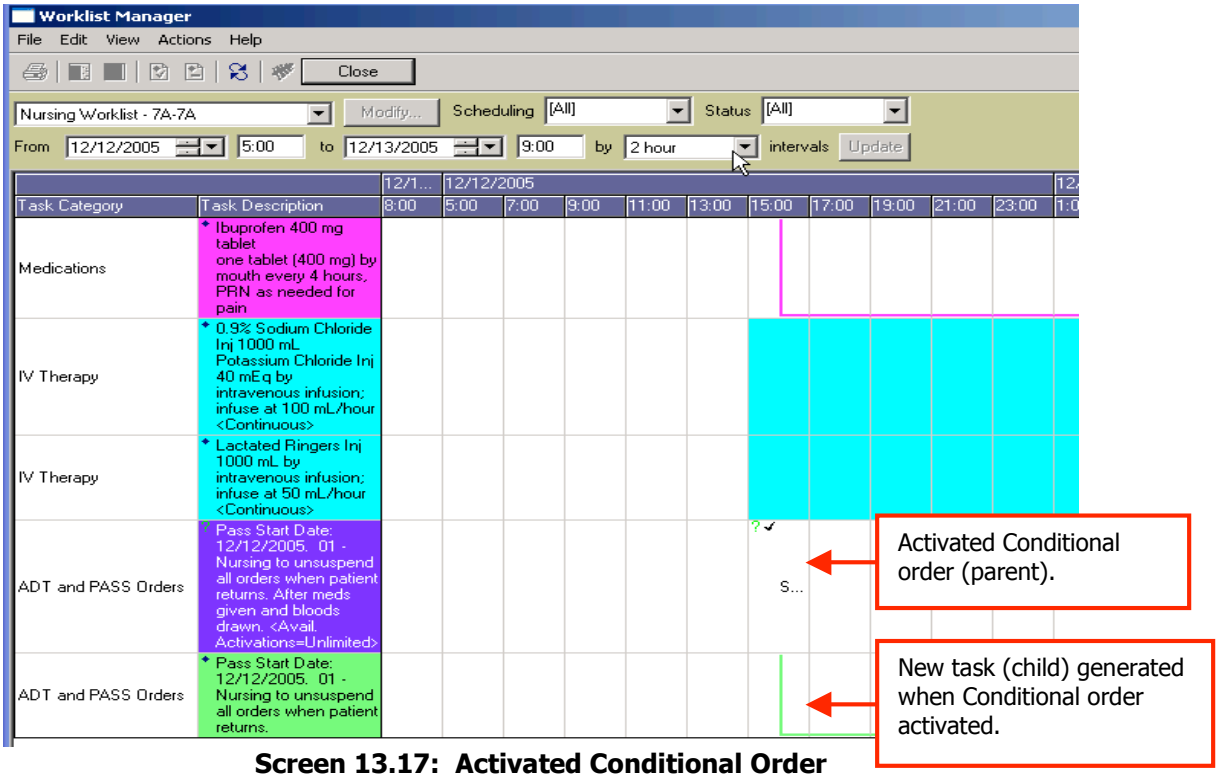
1. Right-click on the **Task Description** field.
2. Select **Activate Order**. The Order Entry form displays to allow you to review and/or change any information as appropriate.
3. Click **OK**. You may see the Alert Dialog box display. Acknowledge the alerts to continue. You will see a message screen telling you that a task is being created on the Worklist.



Screen 13.16: Conditional Order Message

4. Click **OK**. Your initials will display on the current time cell indicating that you activated the conditional order (parent order) and a new task (child order) will be created. You will document the medication as administered on the new task, not the original conditional order.

   NOTE: *Some orders can be activated more than once. If the order can be activated more than once, the conditional order will remain on the Worklist. If the order can only be activated one time, it will now be marked complete.*

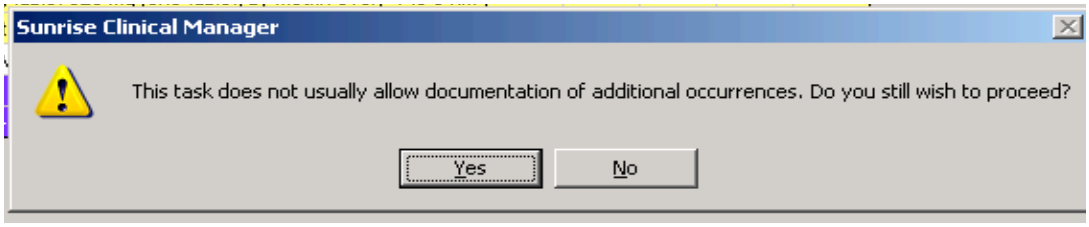


Screen 13.17: Activated Conditional Order

Add Completed Task

To document an entry for a medication task only:

1. Right-click on the time cell for the medication order to document. If the actual time does not display, click the next closest time cell.
2. Select **Add Completed Task**. Your screen may display the message 'This task does not usually allow documentation of additional occurrences. Do you wish to proceed?'



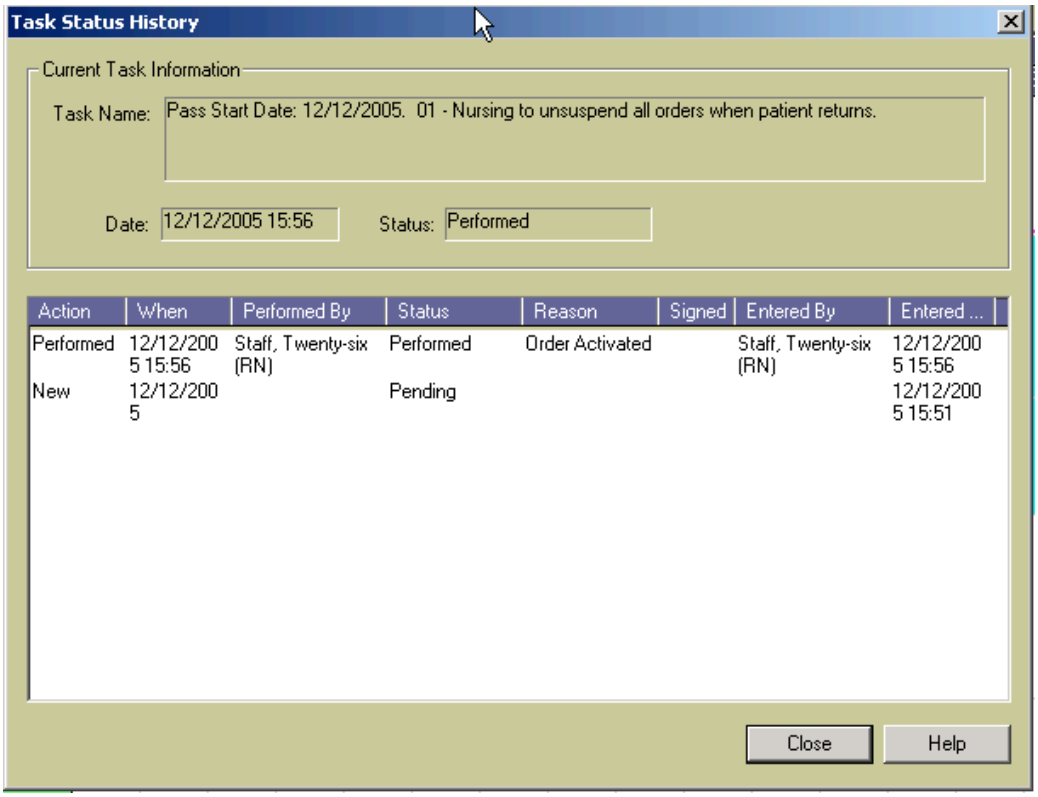
Screen 13.18: Add Completed Task Message

3. Click **Yes**. The **Medication Notation** window may open to allow documentation of additional information.

Note: *To document against a pass, transfer, or discharge order go to the document browse and select the appropriate category.*

View the Status History of a Task

The **Task Status History** dialog box allows you to view a history of all status changes for a task, in reverse chronological order, with the most recent status at the top.



Screen 13.19: Task Status History Window

To view the task status history:

1. Right-click on the cell representing the medication.
2. Select **View – Status History**.
3. Click **Close** when done reviewing the information.

View the Modification History of a Task

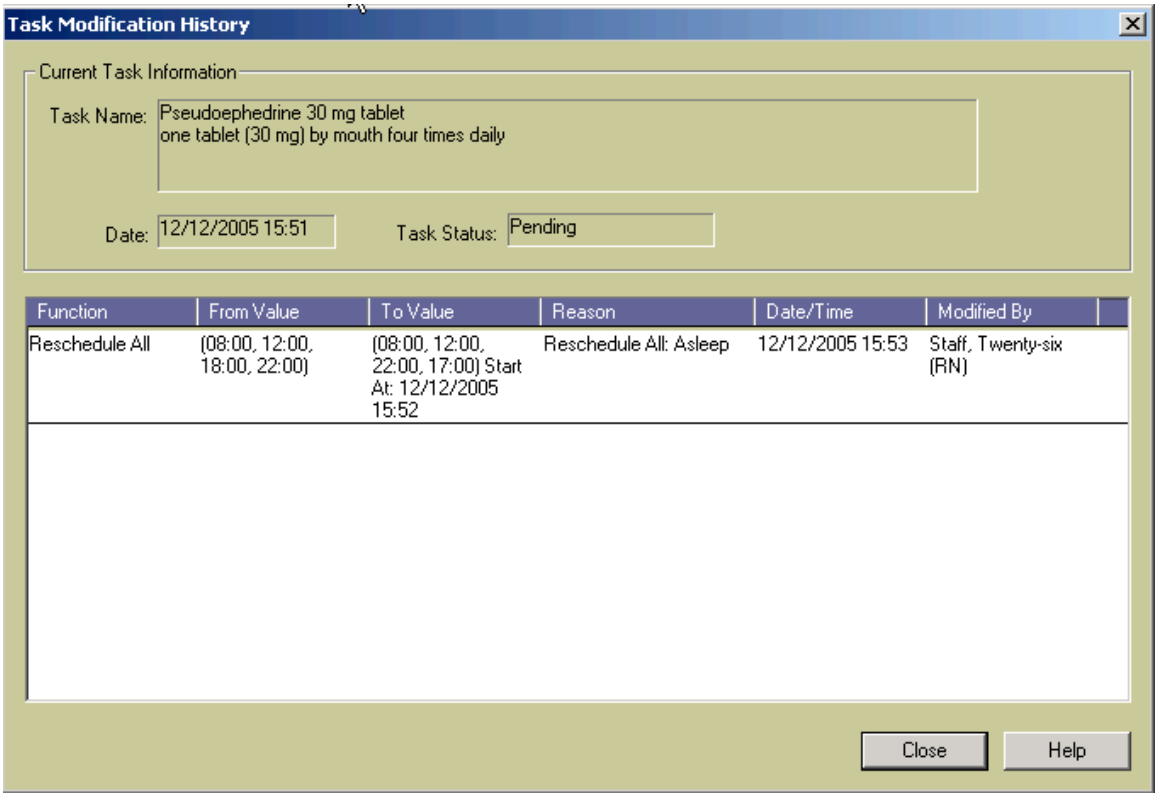
There are two types of **Task Modification**:

a) changes made to the **schedule** of a medication
b) changes made to the **administration** of a task

A. Changes made to the **schedule** of a medication display in the **Task Modification History** dialog box.

To view these changes in chronological order:

1. Right-click on the task description cell or the time cell for the medication.
2. Select **View – Modification History**. The **Task Modification History** window opens.
3. Click **Close** when done reviewing the information.

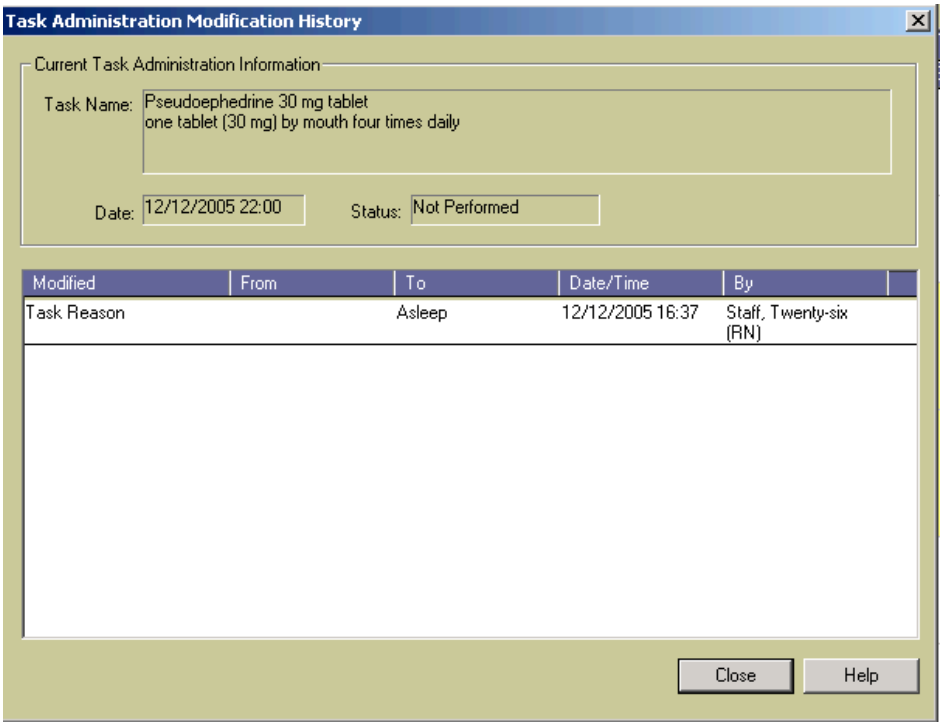


Screen 13.20: View Modification History Window

B. Changes made to the **administration** of a task display in the **Task Modification History** dialog box.

To view these changes in chronological order:

1. Right-click on the task description cell or the time cell for the medication.
2. Select **View – Modification History**. The **Task Modification History** dialog box opens.
3. Click **Close** when done reviewing the information.



Screen 13.21: Task Modification History Window

Worklist Filters

You can change the Worklist Manager view in a number of ways using filters. For example, you can set a filter to see the worklist (medication list) for certain duration of time such as 8, 12, or 24 hr. You can:

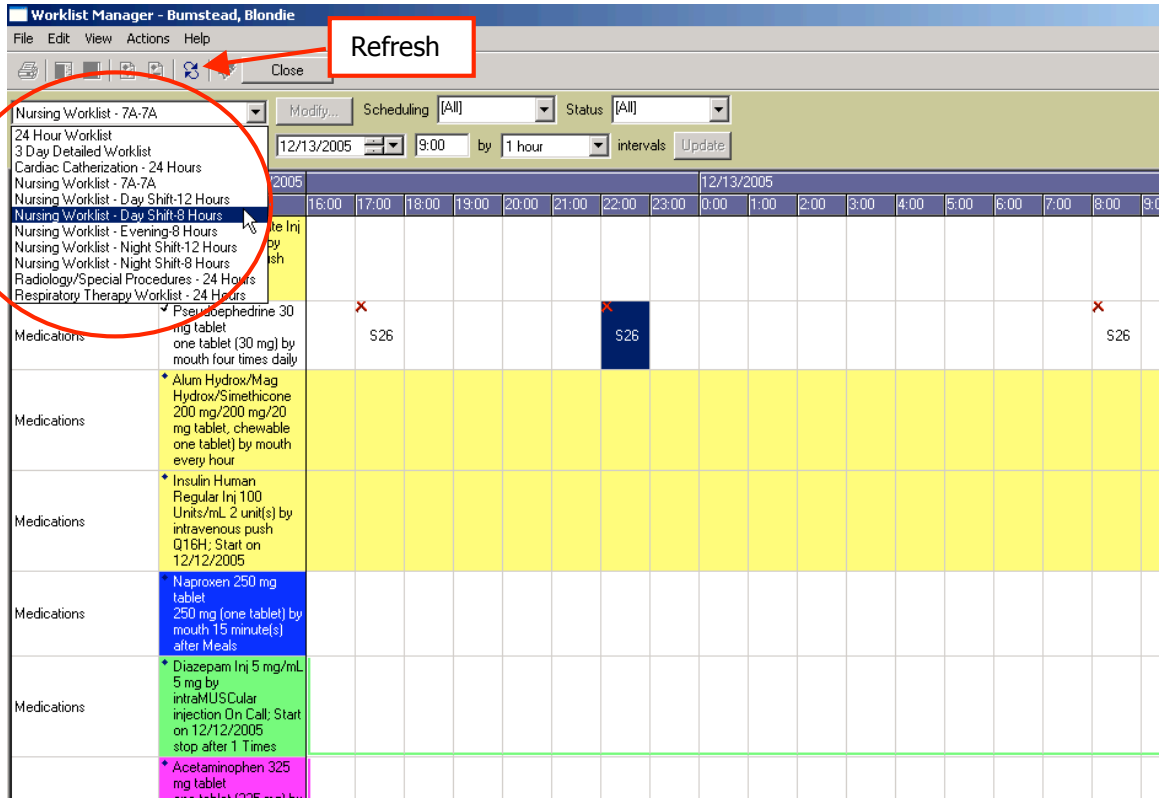
1. View a different date and/or time.
2. View only medications that are scheduled for your shift.
3. View a single patient's medication list – check this based on the default view.
4. View only certain medication schedules, such as only prn medications or only scheduled medications.
5. View only certain medication statuses, such as overdue medications.

View Worklist by Pre-defined Timeframes

To change from the 24 Hour Worklist to one of the pre-defined worklists selections:

1. Click the drop-down arrow next to **24 Hour Worklist** selection list.
2. Select the appropriate worklist.
3. Click **Update** or **Refresh.**

NOTE: *The **Update** button is only active when you change the filters in the **Worklist**. Both **Update** and **Refresh** will refresh the display.*

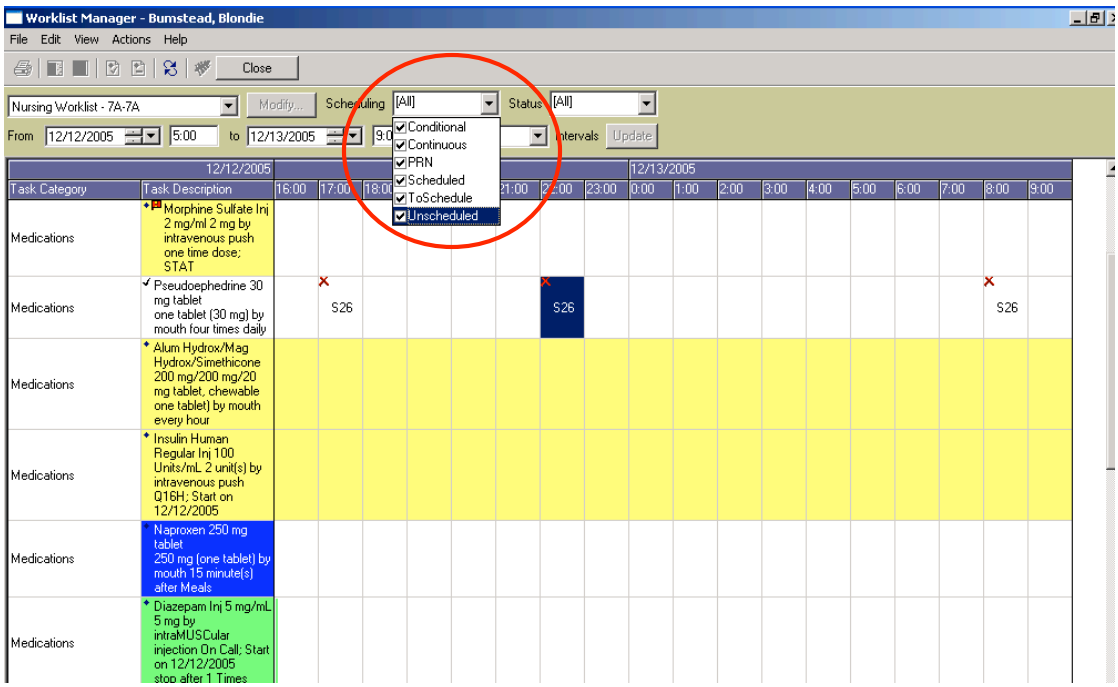


Screen 13.22: Pre-defined Worklist Timeframes

View Worklist by Schedule Type

Limit your worklist view to medications with certain scheduling type.

1. Click the **Scheduling** field drop-down arrow.
2. Check or uncheck the appropriate scheduling type checkbox.
3. Click **Update** or **Refresh.**

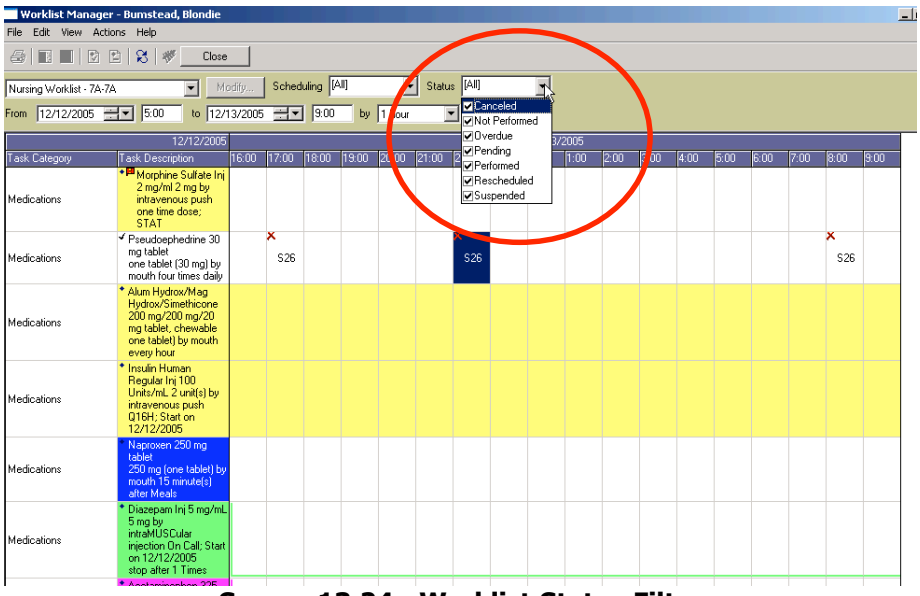


Screen 13.23: Worklist Scheduling Type Filter

View Worklist by Status

Limit your worklist to medications with specific statuses.

1. Click the **Status** field drop-down arrow.



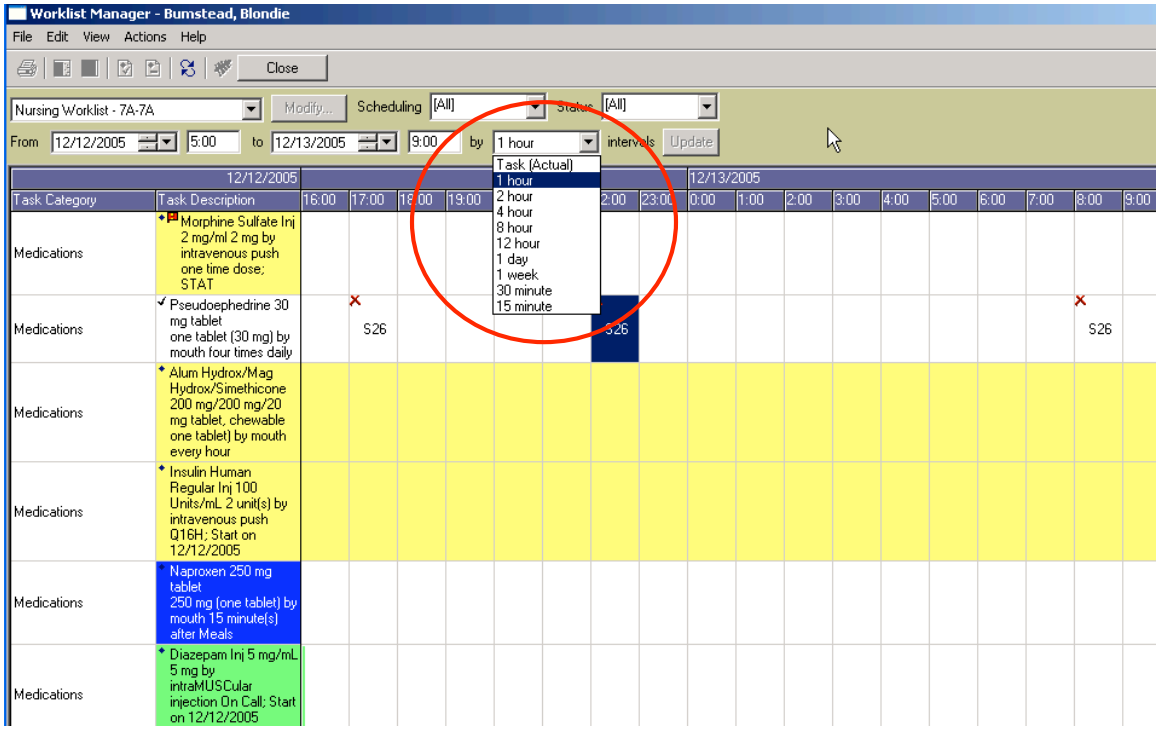
Screen 13.24: Worklist Status Filter

2. Check or uncheck the appropriate medication status checkbox.
3. Click **Update** or **Refresh**.

View by Actual Medication Dose Time

Change the time columns display based on the actual time a dose was charted.

1. Click the **by** field drop-down arrow.



Screen 13.25: Worklist By Time Filter

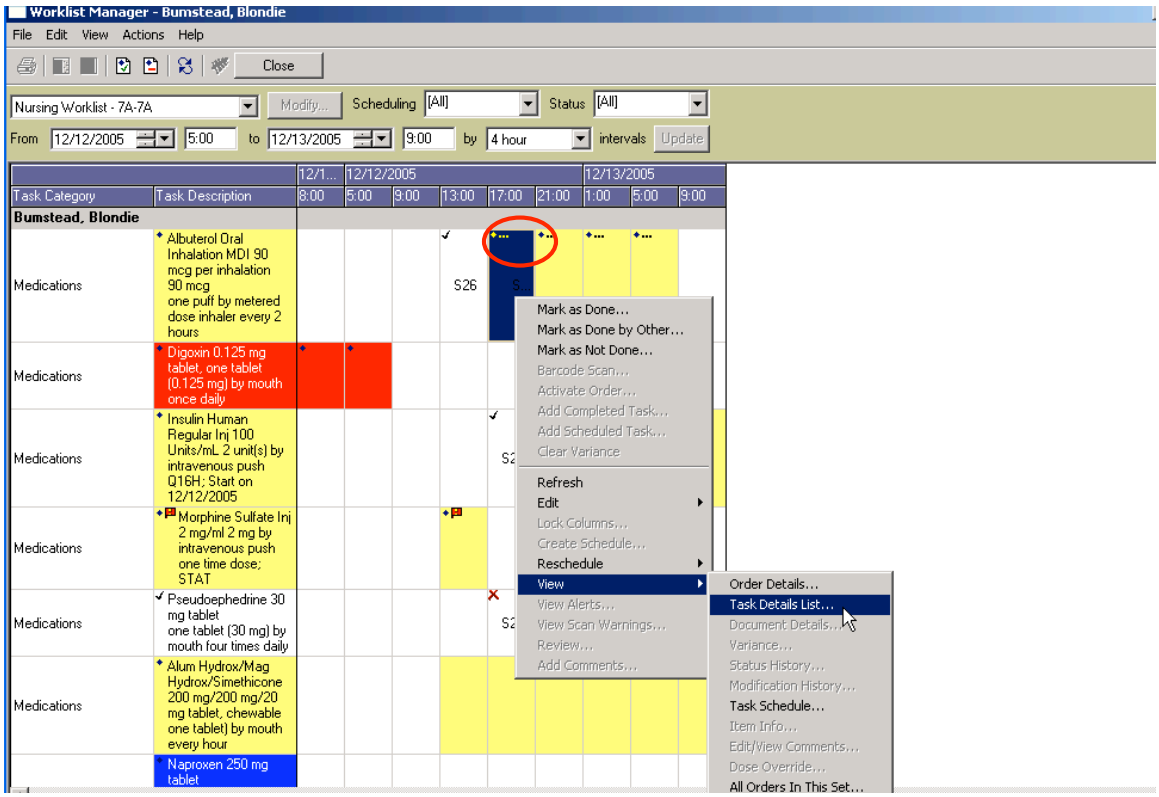
2. Select the appropriate time interval. This will change your view from either every one hour increment or to a column for each time a medication was given.
3. Click **Update** or **Refresh.**

When you have the time column in a setting other than Actual, you may see a notation that tells you that there is more than one occurrence for that medication/ task in that timeframe.

Screen 13.26: Multiple Pending Task Icon

To view the additional occurrences, you can either

- Change to the Task (Actual) view or
- Right-click and select **View – Task Details List**.



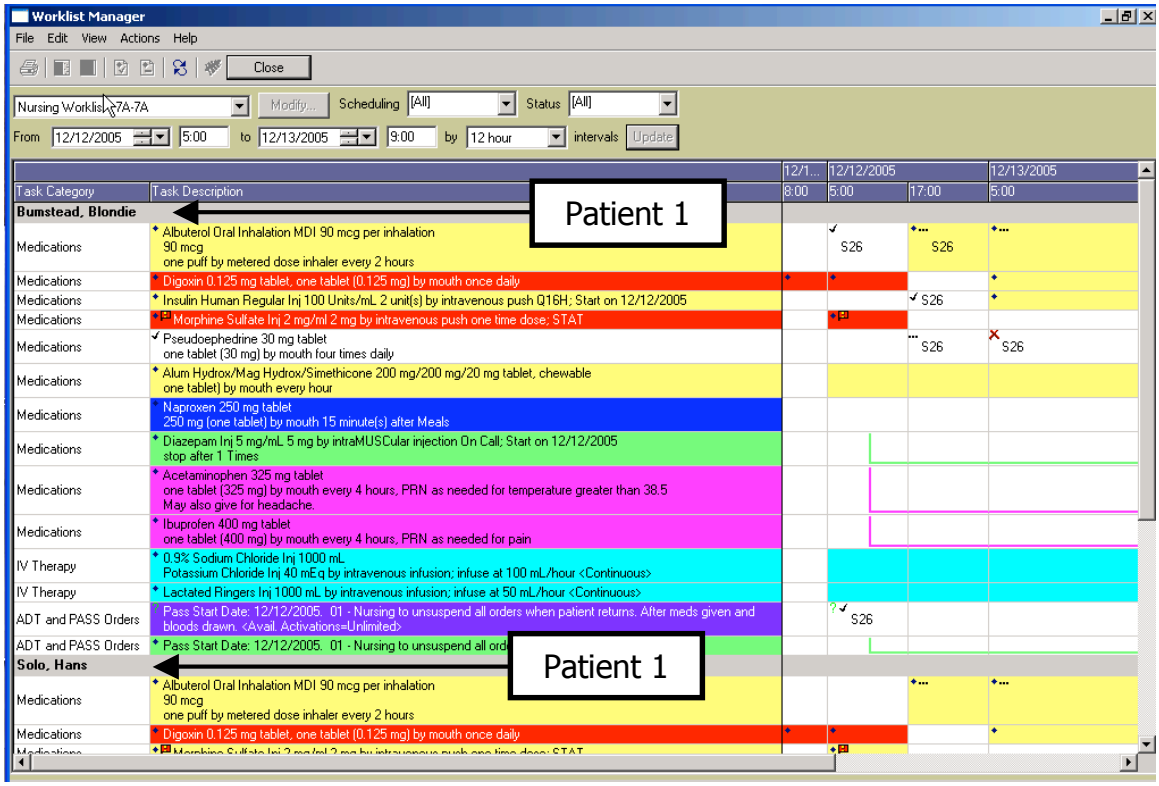
Screen 13.27: View Details of Occurrences

If you inadvertently documented the medication twice in the same time cell, three dots **(...)** with your initials display.
To view additional occurrences, you can

1. Right-click and select **View – Task Details List**.
2. Select the first medication in the **Task Details List** dialog box.
3. Click **Details**. The Medication Notations form displays with the fields greyed-out.
4. Click **Modify**. The Medication Notations form displays for editing.
5. Enter a different time in the **Administered at** time field (this will separate the two orders on the Worklist Manager, allowing you to modify the document).

View Multiple Patients on the Worklist

To view multiple patients on the Worklist, you must first select desired patients from the Patient List. Each patient will then be listed on the Worklist in the order in which they were selected from the Patient List.



Screen 13.28: Worklist Manager with Multiple Patients

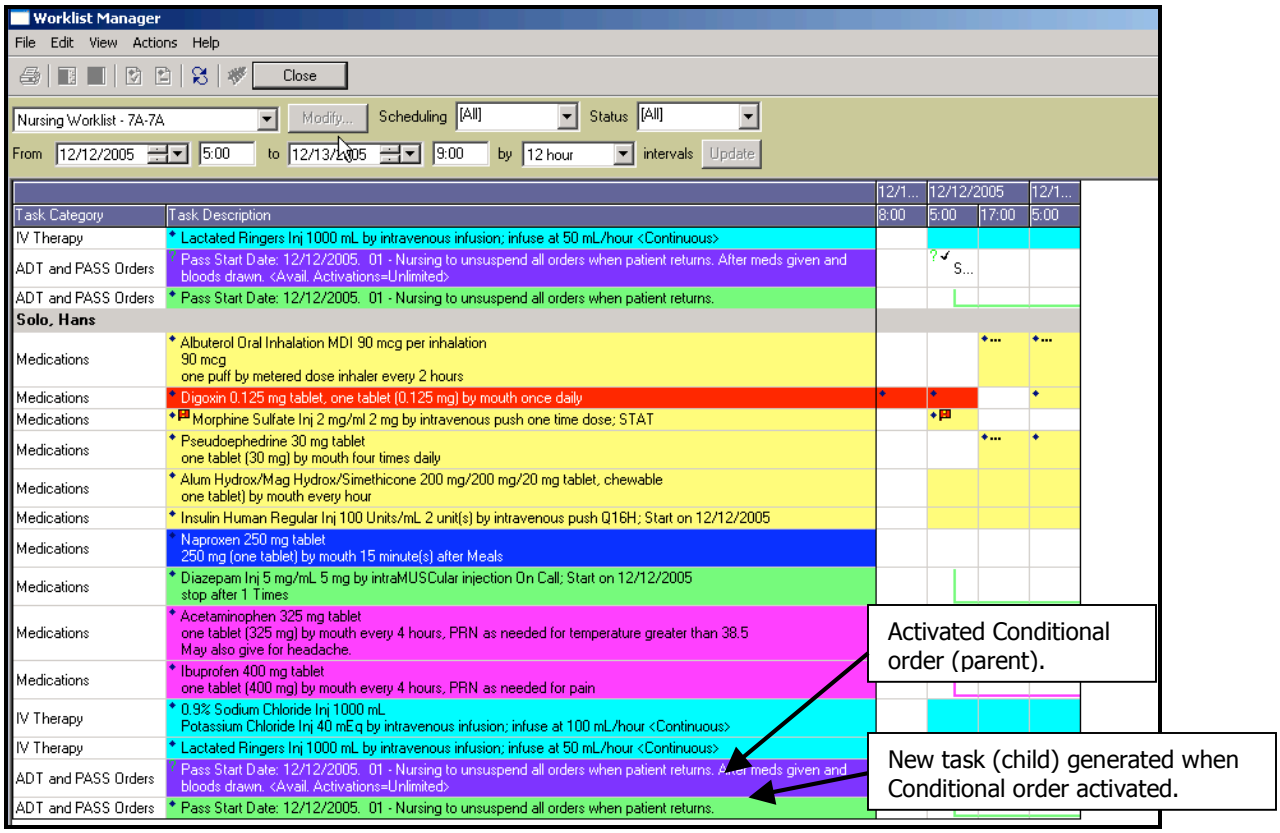
The patient's medications are displayed after the patient's name. **NOTE:** *To view only one patient on the Worklist Manager at a time, you must create a patient list with just that patient.*

Chart Admission, Discharge, Transfer (ADT) and Pass Orders

Some ADT orders display on the worklist. Some of the orders may have been entered as a conditional order and will need activated.

Activate Conditional ADT and Pass Orders

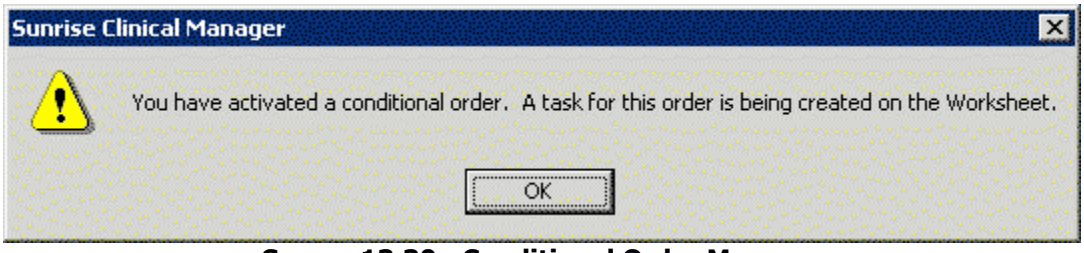
Activating a conditional ADT or pass order works the same as a conditional medication order. If the condition is met, for example 'Can go on pass once am labs are drawn.', then the order can be activated from the Worklist Manager. See picture below.



Screen 13.29: Conditional Pass Order on the Worklist

In order to document on a conditional order, the order needs to be activated. To activate a conditional order

1. Right-click on the **Task Description** field.
2. Select **Activate Order**. The Order Entry form displays to allow you to review and/or change any information as appropriate.
3. Click **OK**. You will see a message screen telling you that a task is being created on the Worklist.



Screen 13.30: Conditional Order Message

4. Click **OK**. Your initials will display on the current time cell indicating that you activated the conditional order and a new task will be created. You can document on the new task, not the original conditional order.

NOTE: *Some orders can be activated more than once. If this order can be activated more than once, the conditional order will remain on the Worklist. If this order can only be activated one time, it will now be marked complete.*

Details of entering various transfer, pass, and discharge orders are as follows:

Transfer Orders

A patient can be transferred using some of the following orders:

1. Transfer order (Internal – Inpatient) (except OR)
    - Order needs to be entered as a conditional order.
    - Manually activate the order on worklist.
    - The sending unit marks the new task (child order) as done on the worklist when the patient actually leaves the unit.
2. Transfer order (Internal – Inpatient) (to OR)
    - Order is not entered as conditional.
    - Transferring unit marks task as done upon transfer to the OR.
3. Transfer order (Internal – Inpatient) from OR or PACU to ICU or new Patient Unit)
    - Order may be entered as a conditional order.
    - Manually activate order on worklist (if conditional).
    - OR/PACU marks new task (child order) as done on the worklist upon patient's transfer.
4. Transfer order - External
    - Order needs to be entered as a conditional order.
    - Manually activate the order on worklist when patient leaves CRC.
    - Receiving unit marks new task (child order) as done on worklist when patient returns to CRC.

Do not transfer an outpatient to an inpatient unit without going through Admissions.

Pass Orders

Placing a patient on Pass is a **three-step** process. The steps are:

- entering a conditional pass order,
- activating the order from the Worklist Manager, and
- documenting the patient's return from Pass on the Worklist Manager.

The details of the steps are as follows:

1. Entering a conditional pass order:
    - All pass orders need to be entered as a conditional order

2. Activating the pass order
    - Manually activate conditional order on worklist when patient leaves CRC for pass. The activation of the conditional order notifies the following departments of the patient's pass status:
        a. Admissions.
        b. Nutrition (they will not send a Dietary tray until patient is taken off pass)
3. Documenting the patient's return from Pass
    - Receiving unit marks new task (child order, if the conditional order is to be used more than once) as done on worklist when patient returns to CRC from pass.
    - To locate the pass order (child order), you may need to change the date and time filters on the worklist. The child order usually displays on the date the conditional order was activated.
    - Locate the time cell (marked with yellow highlight and a black diamond or a green trough) and mark as done.
      Note: *You can edit the Performed Date -Time field to the actual date and time the patient returned from pass.*

NOTE: Outpatients should not be put on pass.

Discharge Orders

1. Discharge – Routine
    - Order needs to be entered as a conditional order.
    - Manually activate order on worklist when patient meets the discharge condition.
    - The discharging unit marks the new task (child order) as done on the worklist when the patient actually leaves the CRC.
2. Discharge – Expiration
    - Order is not entered as a conditional.
    - The discharging unit marks the task as done on the worklist.
3. Discharge AMA/AWOL
    - Order not entered as conditional.
    - The discharging unit marks the task as done on the worklist when the patient leaves the CRC.

NOTE: Outpatients should not be discharged from CRIS.